

STATEMENT OF WORK

TITLE, SERIES, GRADE

**Special Advisor for Public Affairs
AD-0301-00**

ORGANIZATION

**Environmental Protection Agency
Office of the Administrator
Office of Public Affairs**

TITLE AND GRADE OF SUPERVISOR

Administrator, EX-340

STATEMENT OF RESPONSIBILITIES

Serves as Special Advisor for Public Affairs and in this capacity, the incumbent:

Evaluates, analyzes and initiates actions for planning, managing, and directing a comprehensive program to support complex communications, education, and media relations tasks that cross program offices, Federal agencies, regional, and state boundaries, as well as communicating EPA's policies to the public.

Incumbent is responsible for planning, organizing, and carrying out program assignments to maintain, improve or create systems and programs directly related to the activities and events associated with the Press. Applies practical knowledge and skills to identify new methods, approaches, or procedures to eliminate and avoid all negative concerns, issues, and/or perspectives regarding the operations of staff throughout the Office. Works closely with senior staff members to ensure changes and set timeframes are feasible, effective, and timely. Outcomes are expected to create immediate results and have long-term impact.

Works with representatives of the various media to make it possible for the public to obtain information about the Agency's activities and encourages these representatives to use the materials produced by the Agency. Briefs reporters, editorial writers, and newspaper columnists on material related to EPA programs.

Analyzes public reaction to activities of the Agency through local press comments and by means of discussion with representatives of local media and organized groups and reports findings and provides conclusions to program officials and his supervisor.

Prepares news releases and other informational material based on established policies and guidelines. The incumbent will consult with the supervisor to interpret and adapt these policies and guidelines to meet specific circumstances.

Conducts ongoing liaison with the organizations within the Agency, Regional offices, the White House, OMB, and other Federal agencies to assure continuous harmonized relationships and to promote a cooperative interchange of concepts and ideas.

Coordinates and schedules press interviews for the EPA Administrator, Deputy Administrator and other senior EPA officials.